



Board of Directors  
Kensington Police Protection and  
Community Services District

**Meeting Agenda**  
**Thursday, February 13, 2020**  
**52 Arlington Avenue, Kensington, CA**

**CALL TO ORDER (Closed Session – 7:00 p.m.)**

**GENERAL PUBLIC COMMENT** (Members of the public may address the Board for up to three minutes on items not listed on the agenda that are within the jurisdiction of the District.)

**ADJOURN TO CLOSED SESSION**

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
  - i. Title: General Manager

**CALL TO ORDER (Regular Meeting – 7:30 p.m.)**

**GENERAL PUBLIC COMMENT** (Members of the public may address the Board for up to three minutes on items not listed on the agenda that are within the jurisdiction of the District.)

**BOARD/STAFF COMMUNICATION**

- General Manager's Report – Draft Staff Organization and Responsibilities; Accounts Payable Process
- Board of Directors - Announcement of 2020 Committee/Coordinator Assignments

**CONSENT CALENDAR** (The consent agenda enables the Board to consider and approve a grouping of routine items through a single motion and vote.)

1. Approve meeting minutes of November 14, 2019.
2. Approve meeting minutes of January 9, 2020
3. Approve meeting minutes of January 23, 2020.

**DISCUSSION AND DETERMINATION (includes Action Items)**

4. Consider adopting new policy 1055 and 1056, relating to records management. (Resolution)
5. Consider adopting amendments to Policies 4000 (Board Coordinators) and 4100 (conduct of Board meetings). (Resolutions)
6. Consider a proposal to authorize board members to attend the California Special Districts Association Conference.

**ADJOURNMENT**

The next regular meeting will be held on March 12, 2020.

### **Rules of Decorum at Meetings**

1. Please observe our three-minute per person limit (once per item) and twenty-minute total limit, per Board Policy 4120.4.1.
2. Members of the public may address the board on items not listed on the agenda but that are within the jurisdiction of the District during the General Public Comments section.
  - Members of the Public may address the Board on items agendized for discussion and/or action after any report has been presented by appropriate staff or director and the Board has raised its questions regarding that report.
  - If there are several speakers, please be concise to give others the opportunity to speak.
  - All persons wishing to speak shall do so at the podium and address their comments to the Board.
  - If any meeting is willfully interrupted so as to render the orderly conduct of the meeting unfeasible, the Board President may order the person or group of persons causing the disruption removed.
  - If removal of the person or group of persons causing the disruption of the meeting does not restore order, the Board President may order the room cleared of all members of the public except members of the media and proceed to address the remaining items on the agenda.

### **General Information**

- All proceedings of the Open Session will be audio and video recorded if possible.
- The District has devices for hearing assistance. Please contact GM Anthony Constantouros for information about the equipment.
- Upon request, the Kensington Police Protection and Community Services District will provide written agenda materials in appropriate alternative formats or disability-related modification of disabilities to participate in public meeting. Please send written request, including your name, mailing address, phone number, and a brief description of the requested materials and preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be sent to Kensington Police Protection & Community Services District, 217 Arlington Ave, Kensington, CA 94707

**POSTED:** Public Safety Building – Colusa Food – Arlington Kiosk and at [www.kppcsd.org](http://www.kppcsd.org)

Complete agenda packets are available at the Public Safety Building.

All public records that relate to an open session item of a meeting of the Kensington Police Protection & Community Services District that are distributed to a majority of the Board less than 72 hours before the meeting, excluding records that are exempt from disclosure pursuant to the California Public Records Act, will be available for inspection at the **District offices, 217 Arlington Ave, Kensington, CA 94707** at the same time that those records are distributed or made available to a majority of the Board.